

Job Title	Teacher's Aide
PVN ID	KB-2509-007043
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Child Care
Status	Part Time
Hourly Rate	\$18.00-\$18.00
Hour(s) a Week	19.00
Closing Date	Nov 26, 2025 (Or Until Filled)

General Description

A floater teacher's aide role can give many important benefits to help with the daily functions of the classrooms and the Child Development Center. It improves classroom support by providing greater individual attention to students, particularly those who may require extra assistance or changes. The floater can help with classroom behavior management, small-group lessons, and ensuring that all students stay on target, which enhances overall learning outcomes. It also benefits the lead teachers by lowering their workload and allowing them to focus more on instruction, while the aide handles preparation and student support. This extra flexibility has the potential to improve the effectiveness and balance of the learning environment.

Other Duties

Responsibilities will include but will not be limited to the following:

Flexibility in Roles:

- Being willing to step into various roles as needed, whether in the classroom, outdoor play, or during transitions

Supervising Children:

- Ensuring the safety and well-being of children in various classrooms or play areas
- Assist in providing children with their environment of acceptance which will help each child build ethnic pride develop a positive self-concept, enhance their individual strengths and develop positive social relationships

Assisting with Activities:

- Supporting lead teachers by helping to facilitate educational activities, crafts, and games

Behavior Management:

- Helping manage children's behavior and providing guidance in social interactions

Supporting Individual Needs:

- Working one-on-one with children who may need additional support, including those with special needs

Maintaining Cleanliness:

- Assisting in keeping the environment clean and organized, including toys and learning materials

Collaborating with Staff:

- Communicating effectively with teachers and other staff members to ensure consistency in care and education

Monitoring Development:

- Observing and noting children's developmental progress and reporting any concerns to lead teachers
- Support Director and teachers in the general implementation of policies and procedures of the Child Development Center

Engaging with Parents:

- Occasionally interacting with parents during drop-off and pick-up, providing brief updates on their child's day
- Encourage parent involvement in all aspects of the program
- Assist in aspects of the administrative component of the center i.e. parent meetings, registration fundraising, inventory control, public relations etc

Participating in Training:

- Attending training sessions and professional development workshops to enhance skills in early childhood education. Attend all staff meetings and participate in recommended training program conferences courses and other aspects of professional growth

Meal Prep:

- Coordinate meal times including setup, meal preparation, serving, and clean up

Health and Safety:

- Follow all emergency medical or accident procedures
- Participate in monthly fire drill
- Maintain current CPR certification
- Assure general maintenance and security of facility which includes ensuring that equipment and materials are in good working order and are sanitized on a regular basis
- Assume an equal share of the joint housekeeping responsibilities of the staff
- Maintain confidentiality at all times
- Other duties as assigned

Qualifications

- All Staff are required to be fingerprinted by the Department of Education
- High School diploma required
- Experience working with children ages two to five years old